

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100090130-4

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DD5/OC-42	
1. TITLE OF REPORT (If a fill-in report include Form No.) Annual Report of Data Processing Equipment Controlled by OC						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE		<input checked="" type="checkbox"/> COMMUNICATIONS	
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually				6. DISTRIBUTION (No. of components not number of copies) 1 + 1 Vital Records	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES GIVE ADP PROCESSING NO.				9. DIRECTIVE AUTHORITY REQUIRING REPORT D/CO	
10. PREPARING COMPONENT (include lowest level contributing information to report) OC-EXA				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) N.A.			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-17	Average \$16.24		3		\$48.72		1 \$48.72
GS-5-12	Average GS-9 \$4.90		7		\$34.30		1 34.30
							\$83.02
B. COSTS OF COMPUTER PRODUCED REPORTS							
36 TOTAL COSTS PER YEAR							\$83.02
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/>						MAN-HOURS DOLLARS	
CHANGE <input type="checkbox"/>						10 \$83.05X1	
DISCONTINUE <input checked="" type="checkbox"/>							
16. DATE OF INVENTORY 5 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Executive Assistant, OC					18. EXTENSION

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